



Missouri Historical Records Grant Program

2012 – 2014 Guidelines

Administered by the Missouri State Archives, Office of the Secretary of State,

On behalf of the Missouri Historical Records Advisory Board

Supported by funding from the
National Historical Publications and Records Commission

Thank you for your interest in the Missouri Historical Records Grant Program.
Please carefully review this material regarding program components,
imaging/microfilming requirements, vendor information
and proper completion of the application.

We encourage you to contact the grant staff for review of grant drafts
prior to submitting your application

Missouri Historical Records Grant Program
c/o Missouri State Archives
600 West Main St. P.O. Box 1747
Jefferson City, MO 65102
Phone: (573) 751-4303
E-mail: mhrgp@sos.mo.gov

Applications must be postmarked before November 1, 2012

Missouri Historical Records Grant Program Guidelines 2012-2014

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Missouri Historical Records Grant Program (MHRGP) Timeline

2012

- September 1 Publicize regrant program and distribute application information statewide
- September Continue publicizing regrant program
Grant staff consults with potential applicants as needed
- October Quarterly meeting of key project personnel
Continue publicizing regrant program
Grant staff consults with potential applicants as needed
- October 15 Grant application drafts may be sent to grant administrator for review prior to submission any time up to this date
Resumes and work samples of potential project consultants due for review by Grant staff any time up to this date
- November 1 Applications for regrants due at grant office
Must be postmarked prior to November 1, 2012
- November 15 Applications sent to MHRAB
- December 3 MHRAB meeting to review applications and award regrants
- December Quarterly meeting of key project personnel
Award letters and agreements issued to grant recipients and returned to Missouri State Archives for countersignature by SOS or designee

2013

- January 1 Grant period begins after SOS signed letter received by grant recipients
- January Grant staff consults with grantees as needed
- February Grant staff consults with grantees as needed
- March Quarterly meeting of key project staff
Grant staff consults with grantees as needed
- April Grant staff consults with grantees as needed
- May Grant staff consults with grantees as needed
- June Quarterly meeting of key grant personnel
Grant staff consults with grantees as needed
Grantees begin preparation of interim narrative reports

July	Grant staff consults with grantees as needed
July 15	Interim narrative project reports due at grant office Must be <u>postmarked</u> prior to July 15, 2013
August	Grant staff consults with grantees as needed
September	Quarterly meeting of key project personnel Grant staff consults with grantees as needed
October	Project administrator presents interim progress report to MHRAB Grant staff consults with grantees as needed
November	Grant staff consults with grantees as needed
December	Quarterly meeting of key project personnel Grant staff consults with grantees as needed
2014	
January	Grant staff consults with grantees as needed Grantees begin preparation of final narrative and financial project reports
January 31	Grant period concludes for regrant projects
February	Grant staff consults with grantees as needed
February 28	Final narrative and financial project reports due at grant office Must be <u>postmarked</u> prior to February 28 NO EXTENSIONS WILL BE GIVEN

What is the Missouri Historical Records Grant Program?

The Missouri Historical Records Grant Program (MHRGP) is a partnership between the National Historical Publications and Records Commission (NHPRC) and the Missouri State Archives, Office of the Secretary of State. The program is administered by the Archives, on behalf of the Missouri Historical Records Advisory Board (MHRAB). Grants will provide financial assistance to preserve and make accessible Missouri's historical record and will promote archival education and cooperation among records keepers.

What is the Missouri Historical Records Advisory Board (MHRAB)?

The MHRAB was created by statute in 1989 and is assigned to the Office of the Secretary of State. The board is the central advisory body for historical records planning, and for projects relating to historical records, developed and carried out within the State of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the NHPRC by Missouri repositories and serves as the review and award panel for grant applications to the MHRGP.

MHRAB members are appointed by the governor, with the advice and consent of the senate. The administrative responsibilities of the board are handled by the Secretary of State who is the board's coordinator. Federal regulations require members to have experience and interest in the collection, administration, and use of historical records, as well as dedication to the preservation of and access to Missouri's documented heritage. Over the years, archivists, curators, historians, records managers, librarians, and genealogists have served on the board.

What is the National Historical Publications and Records Commission (NHPRC)?

The NHPRC is the grant awarding arm of the National Archives and Records Administration (NARA), and as such supports a wide range of activities to preserve, publish, and encourage the use of documentary sources relating to the history of the United States.

Established by Congress in 1934, the Commission is a 15-member body, chaired by the Archivist of the United States and comprised of representatives of the three branches of the Federal Government and professional archivists, historians, documentary editors, and records administrators. The Commission meets twice each year to establish policy and recommend to the Archivist of the United States grants it believes should be funded from an annual congressional appropriation.

For more information, contact NHPRC staff:

National Historical Publications and Records Administration
National Archives and Records Administration
700 Pennsylvania Avenue NW, Room 114
Washington, DC 20408-0001
Phone: 202-357-5010
E-mail: nhprc@nara.gov
<http://www.archives.gov/nhprc/>

What is the Missouri State Archives?

Created in 1965, the Missouri State Archives is the official repository of Missouri government records of permanent value. Its mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving and making available the state's permanent records to its citizens and their government.

What organizations may apply to the Missouri Historical Records Grant Program?

Eligible institutions include historical, ethnic, and religious societies, museums, libraries, colleges, universities, and others whose archival collections or records of historical value are open to the public on equal terms for everyone. Local government entities are also eligible to apply. Applicants must be located in Missouri.

What projects are eligible for funding?

Broadly: the collection, description, preservation, compilation, and publication of documentary sources significant to the history of Missouri or the United States.

Specifically:

- Archival preservation and processing of records for access (purchase of storage boxes, protective enclosures, and other supplies/materials, as well as the microfilming/imaging of records);
- Developing or updating descriptive systems for increased use of records by the public (an index, guide, or listing of records);
- Creating and developing archival programs resulting from professional review;
- Funding a professional review (Note: When applying for a consultant grant, the applicant must contact the consultant prior to the application deadline so that the consultant's cost estimate is included in the proposal and the consultant's resume is submitted with the application. We ask that you submit resumes and work samples of potential consultants for review any time up to October 15, 2012. Applicants must use appropriate Missouri state procurement policies and procedures;
- Promoting the use of records by teachers, students, and the public;
- Any of the above project descriptions applied to county, municipal, tribal or other non-Federal units of government or manuscripts, personal and family papers, organizational archives, photographs, motion pictures, sound recordings, news film, and unpublished architectural, cartographic, and engineering drawings;
- Purchase of microfilm reader/printer/scanners; environmental control devices, such as hygrometers, hygrothermographs, and (de)humidifiers; and shelving may also be considered; and
- Any individual employed to work on a grant project will be paid straight time, which will not include fringe benefits.

What projects are not eligible for funding?

- Single project awards exceeding \$7,500 (Grant project funding is limited to \$7,500 and consultant grant funding is limited to \$5,000);
- Projects to support work on records created by the State of Missouri;
- Microfilming/scanning to preserve newspapers;
- Purchase of environmental control and fire-suppression systems. (Systems are considered capital improvements.)

Additionally:

- Constructing, renovating, furnishing, or purchasing a building or land;
- Purchasing manuscripts or other historical records;
- Exhibiting or conserving archaeological artifacts, museum objects, or works of art;
- Undertaking historical research or the editing of documentary publications;
- Undertaking an oral history project unrelated to Native Americans;
- Cataloging, acquiring, or preserving books, periodicals, or other library materials;
- Acquiring, preserving, or describing art objects, sheet music, or other works primarily of value as works of art or entertainment;
- Undertaking a documentary editing project to publish the papers of someone who has been deceased for fewer than ten years;
- Undertaking an archival project centered on the papers of an appointed or elected public official who remains in major office, or is politically active, or the majority of whose papers have not yet been accessioned in a repository;
- Undertaking an arrangement, description, or preservation project in which the pertinent documents are privately owned or deposited in an institution subject to withdrawal upon demand for reasons other than requirements of law;
- Undertaking an arrangement, description, or preservation project involving Federal government records that are (a) in the custody of the National Archives and Records Administration (NARA), or (b) in the custody of some other Federal agency, or (c) have been deposited in a non-Federal institution without an agreement authorized by NARA. Note: Many Federally funded activities not undertaken by the government itself produce documents that may in law be considered Federal records, including records produced under Federal contracts or grants;
- Undertaking a project to convert documentary materials and existing finding aids to electronic form;
- Undertaking a records management project without an archival component or objective;
- Salary for staff positions or payment to lobbyists;
- Awarding prizes/acknowledgements or supporting fundraising activities such as benefits or socials;
- Funds to support archival training and educational outreach that will not be open to the public;
- Funds to support activities having a religious purpose; and
- Funds expended prior to the grant period or funds expended following the conclusion of the grant period.

Projects eligible and ineligible for funding are subject to any other guidelines specified by the NHPRC at <http://www.archives.gov/nhprc/apply/eligibility.html>.

What is the maximum grant request and how much should the organization contribute?

The maximum grant request per project is \$7,500 and a consultant grant request is limited to \$5,000. The applicant must contribute a minimum of 25% in cash match, in-kind match, or a combination of the two. Any additional match must also be met by the agency.

What is a cash match?

Cash matching requires that the entity spend money. In cash matching, money changes hands and must be documented with canceled checks and/or paid receipts. Documentation of cash match must be maintained and readily available for audit purposes for three years from the close of the grant period. A regular staff member working on grant-related tasks outside of his/her normal duties may count the value of that time as a cash match. Salary certification forms for regular employees working extra hours on the grant project or grant employees, found on pages 17-18, must be included with payment documentation whenever the entity requests reimbursement or whenever proof of cost share is required. A simple hourly rate of pay with no fringe benefits included is allowed.

What is an in-kind match?

The basic rule to follow for an in-kind match is: What would something cost you if it weren't free? If a third party donates supplies, utilities, or space and no cash changes hands, the value of that third party contribution may be counted as an in-kind contribution. Volunteer services provided by individuals are in-kind contributions.

REMEMBER: If any entity money is spent, then it is a cash match. An in-kind match is a third party donation. Both may count toward an institution's contribution.

How does the MHRAB decide which organizations receive grants?

The MHRAB will evaluate applications based on the following criteria:

- A. Historical value of the records;
- B. Commitment to professional practices;
- C. Demonstrated need for outside funding;
- D. Accessibility of records to all researchers;
- E. Ability to maintain achievements beyond the grant period;
- F. Relevance of records and project;
- G. Soundness of budget;
- H. Completeness of application; and
- I. Conformity to application requirements.

All completed applications postmarked by the deadline as stated in the MHRGP timeline will be reviewed by program staff for conformity to application requirements, soundness of budget, and completeness. Incomplete applications will *not* be extended to the MHRAB.

Each complete application will be forwarded to the MHRAB members for review. If any member of the MHRAB is closely associated with an institution submitting an application, the following policy will govern:

Any MHRAB member shall abstain from reviewing or voting on proposals s/he is directly connected with through employment at the institution, will indirectly supervise the given project if funded, might serve as an unpaid consultant to the project, or is an officer of the institution submitting the proposal.

Such board member may not be physically present during board discussion of the proposal.

An MHRAB member may participate in discussion of, but not vote on, a grant proposal if s/he merely subscribes to membership in the organization submitting the proposal, but holds no office.

When will the applicant be notified of funding?

The MHRAB will determine awards at their December meeting.

The grant staff will notify applicants in writing as soon as possible on behalf of the Office of the Secretary of State whether a proposal has been funded. If you receive an award, you will be sent information about the operation of your project.

You will receive a Notice to Proceed signifying that grant work may begin. The date of the Notice to Proceed will be the start date for your grant award. It signifies that the Agreement has been signed, returned to the Missouri State Archives and countersigned by the Secretary of State or designee (approximately January 1, 2013). Grantees may not use grant funds to pay expenses incurred prior to the official start of the grant period or incurred after the conclusion of the grant period in the cash match or in-kind categories.

What is the grant cycle and what is expected of the grantees?

- To receive payment, as part of the application process, you must print out and complete the State of Missouri **Vendor Input Form** found on pages 25 and 26. Then you must FAX it to (573) 526-9813 or mail it to Office of Administration/Accounting, PO Box 809, Jefferson City, MO 65102.
- The first reimbursement to grantees can be made following receipt of the Notice to Proceed, with proper documentation indicating that no funds for which the grantee is requesting reimbursement were expended before the start of the grant period. Final reimbursements must be requested prior to February 28, 2014. All necessary supporting documentation is required prior to any payment.
- Projects will close January 31, 2014.
- Mid-term Interim Narrative Reports must be postmarked prior to July 15, 2013.
- Final Narrative and Financial Reports must be postmarked prior to February 28, 2014.
- Any changes in the project, including changes in key personnel, must be submitted in writing by email to mhrgp@sos.mo.gov. Personnel change examples include: change of authorizing official, project contact person, or other project staff carrying out specific project assignments and changes of postal address, email address or telephone or fax numbers of any of the above. Programmatic change examples include: altered dates, added or deleted record series from microfilming/imaging projects, modifications to the scope of the awarded project, and deleted components or activities.
- Submission of project products such as consultant reports, copies of finding aids, manuals, etc. produced as a result of grant funding are required to be submitted to the grant office prior to the Final Report.
- Recipients of microfilming/imaging grants must supply finding aids to their filmed collections along with their Final Reports. The microfilming/imaging process and resulting product must comply with Missouri State Archives standards (<http://www.sos.mo.gov/archives/pubs/mfmg/mfmgguidelines.pdf>), which may exceed those of the American National Standards Institute (ANSI).
- Grant work will be monitored while in progress. Archives staff or MHRAB members may make a site visit for review at any time during the grant cycle.

What citation should be used for publicity?

The citation should read: "This [insert project name] is supported by the National Historical Publications and Records Commission and is administered by the Missouri State Archives, a division of the Office of Secretary of State, on behalf of the Missouri Historical Records Advisory Board. Any views expressed do not necessarily reflect those of the NHPRC."

The MHRGP welcomes copies of one or more photographs (preferable high resolution digital images) of project activities, and would appreciate a copy of any publicity generated in your community.

What are the accounting and auditing requirements?

Grantees must keep financial records for each grant in accordance with generally accepted accounting principles (GAAP). Grantees must be able to show in a clear and understandable manner how money was spent. Accounting and other program records are considered public records and are subject to inspection and audit by Secretary of State staff and members of the MHRAB during regular business hours throughout the grant period. According to 36 CFR 1207.42.b-c, all grant records must be kept for three years following the date the grantee submits its final expenditure report and if any litigation, claim, or audit is begun before the records meet their retention period, the records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the three-year period, whichever is longer. The grantee is responsible for ensuring that grant program staff receive copies of the audit report for any audit performed during or after the grant period. While the grantee cannot invoice expenses incurred before the grant period begins, expenses incurred after the issuance of the Notice to Proceed, but before the monies are available are allowable.

- Grantees must retain documentation of their 25% contributed match for each reimbursement request and must have this documentation ready to show grant staff if requested.
- Grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law. If the grantee does not have its own procurement procedures, it must follow the written state procurement policies and procedures.
- Budget revisions are permitted only with prior approval of the MHRGP under the following conditions: The original award amount is not exceeded; all applicable match requirements are met; and a written request is submitted on a Request to Revise Budget form (on page 34), which identifies the budget categories and/or budget line items to be reduced/increased by what amount; the reason or need for the revision; and the total dollar amount of funds to be reallocated. Budget revisions may be made by up to 10% per line item or up to 10% for the entire grant amount awarded.
- The Catalog of Federal Domestic Assistance number is CFDA 89.003 and any funds awarded by this grant must be included on the grantee's SEFA (Schedule of Expenditures of Federal Awards) or OMB Circular A-133 (which relates to audits of states, local governments, and non-profit organizations).
- The grant staff will notify the grantee of non-compliance in writing. Corrective action must be made by the grantee and verified by grant staff within 30 days or the grantee it will forfeit all previous and future payment of funds from this grant program.
- This grant can be terminated with 30-days written notice from either party.
- There will be no extensions to project deadlines.
- This grant is subject to Missouri Secretary of State appropriation authority.

Federal Regulations and Requirements

These regulations and requirements must be met for both the Office of Management and Budget and the NHPRC if applicable.

- 36 CFR Part 1206 — National Historical Publications and Records Commission - General information
- 36 CFR Part 1207 — Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments
- 36 CFR Part 1208 — Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by NARA
- 36 CFR Part 1209 — Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for a Drug-Free Workplace (Grants)
- 36 CFR Part 1210 — Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Learning, Hospitals, and other Non-profit Organizations
- 36 CFR Part 1211 — "Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefitting from Federal Financial Assistance"
- 36 CFR Part 1212 — "Governmentwide Requirements for Drug-Free Workplaces"
- 2 CFR, Part 25 — "Use of Universal Identifier and Control Contractor Registration"
- 2 CFR, Part 170 — "Requirements for Federal Funding Accountability and Transparency Act Implementation"
- 2 CFR, Part 220 — "Cost Principles for Educational Institutions"
- 2 CFR, Part 225 — "Cost Principles for State and Local Governments"
- 2 CFR Part 215 — "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"
- 2 CFR, Part 230 — "Cost Principles for Non-Profit Organizations"
- OMB Circular A-133 — "Audits of States, Local Governments, and Non-Profit Organizations"

Compliance Supplement

NHPRC grantees and sub-recipients must comply with the requirements of the "Buy American Act" (41 U.S.C. 10a-c) which requires that they purchase only American-made equipment and products in expending grant funds.

In addition, see important policy guidance on providing meaningful access to individuals with limited English proficiency, as provided by Title VI of the Civil Rights Act of 1964.

Imaging/Microfilming

Imaging is the process of converting human readable media, such as paper or microfilm, into information that can be stored and retrieved electronically. Basically, an image is a digitized picture of a document, drawing, or photograph. Statutes and administrative regulations may define how records are created and on what media they may be stored. You need to develop strategies to meet your legal requirements including compliance with your approved records disposition schedule.

Microfilm is miniaturized images of paper records photographically reproduced on roll film. It is the same basic process as conventional black and white photography – silver compounds in gelatin emulsion on a film base are exposed to visible light. Microfilm processed according to accepted standards, which produces a clear, accurate, and permanent reproduction of the original, can be deemed an original record and admissible as evidence in courts and administrative agencies.

Not all microfilm is created equal. The MHRGP microfilming process and resulting product must comply with Missouri State Archives' standards (<http://www.sos.mo.gov/archives/pubs/mfmng/mfmngguidelines.pdf>), which may exceed those of the American National Standards institute (ANSI). This fact must be shared with your vendors so that the contractual agreement reflects the vendor's ability to meet standards as set forth in RSMo 109.241 (4).

Scanning projects are eligible for funding **only** when accompanied by preservation microfilming.

Newspapers are ineligible for grant-funded microfilming.

The following should be considered when deciding whether to apply for a microfilm project:

- Quality of the records: Provide evidence of the historical significance of the records to the institution, community, region, state, or nation and verify that microfilmed copies do not already exist in other Missouri repositories.
- Preservation: Using microfilm eliminates excessive wear on original records. The microfilm silver master stored under environmentally controlled conditions can retain uncorrupted information for an optimum life expectancy of 500 years.
- Improved access: Information on microfilm can be easily stored in a single location; immediate copies are readily available with a reader/printer; duplicate copies can be placed in several locations to improve access and customer service; staff time is saved from repetitive information requests, allowing greater efficiency in serving the records needs of the public. If records are imaged as part of this process, online access to the imaged documents provides a more immediate delivery system for the remote researcher.
- File continuity: Information cannot be disorganized or lost.
- Security: A backup security copy for the paper records is provided; remote storage of silver masters provides protection against fire, water and other disasters.

Guidelines for Working with Microfilming and Imaging Vendors

A cost estimate is necessary to complete the grant application. The volume of materials to be scanned or microfilmed must be determined and a cost basis established for a project scanned and filmed concurrently or consecutively on 35 mm roll film to produce one silver master and one diazo copy on open reels.

For your assistance, a Vendor List can also be found at http://www.sos.mo.gov/archives/pubs/Vendors_Information.pdf. *Anything a vendor charges for consultation regarding the approximate cost, during the preparation of the application and prior to being awarded a grant and a Notice to Proceed, is considered a pre-grant expenditure that is not eligible for reimbursement with grant funds.*

We encourage you to request a list of references, contact several at random, and check with your vendor regarding the following:

- Time estimate for completion of your project
- Ability to complete projects on time
- Are vendor personnel insured during on-site filming/scanning?
- Will documents be filmed/scanned on-site? If not, who pays for boxing and transportation of the documents? If off-site, who is responsible for loss or damage in transit or while in vendor's possession?
- Verify that all open reel film will include appropriate labeling and targets; be at least $\frac{3}{4}$ full; not contain any plugs or fasteners; and be sequentially numbered
- Ascertain that the vendor will treat your records in a confidential manner
- If re-scans or re-takes are necessary, the vendor must rescan or re-film and splice, at no extra charge; re-takes will be put on the proper roll with proper targets.
- Image quality must be assured; if for any reason films or scans do not meet ANSI and Missouri State Archives' standards, the vendor will re-film or re-scan the records at no cost
- Make sure the price includes the cost of an original silver film, filming, processing, and a diazo duplicate
- If you are microfilming and scanning, make sure the cost includes all of the above and the scanning cost.

Archives staff MUST approve records preparation and complete a records preparation checklist before the materials can be filmed.

The following outlines the typical steps in an imaging/microfilming project. Some steps may be completed concurrently rather than in strictly sequential order.

- MHRGP award letter states award amount;
- Agreement forms are signed and returned to MHRGP;
- Grantee evaluates potential vendors and awards a vendor contract;
- Grantee prepares project records;
- Grantee prepares various identification and informational targets for the records and contacts MHRGP for review at mhrgp@sos.mo.gov. (Templates for these targets, which can be amended to reflect the MHRGP, are available for download at <http://www.sos.mo.gov/archives/pubs/mfmg>.)
- Targets are revised as necessary and approved by the MHRGP;
- Archives staff inspect the records and submit an microfilm/imaging checklist form to the MHRGP prior to the records' release to the vendor;
- Vendor films/scans, develops film, inspects and produces duplicate film copies; silver masters are sent to MHRGP for quality control review; and
- MHRGP completes technical inspection of the microfilm for density and resolution.

All grant records must be kept for three years following the date the grantee submits its final expenditure report according to 36 CFR 1207.42. If any litigation, claim, negation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the 3-year period, whichever is later.



Missouri Historical Records Grant Program
PO Box 1747
Jefferson City, MO 65102

Regular Employee Salary Certification Statement

(Please print legibly or type)

I, _____, certify that I worked _____ hours
(Employee name) (Total number of hours)

above my normally scheduled hours for the *pay period* _____.
(Ex. 5/1/13 – 5/15/13)

This time was spent working on the _____ grant.
(Grant Title)

Reimbursement Calculations

Straight Time Hourly Rate \$ _____

Multiplied by Extra Hours Worked (*) _____

Total to be Reimbursed to Grantee = \$ _____

Employee Signature

Authorized Grant Approval Signature

Date

Date



Missouri Historical Records Grant Program
PO Box 1747
Jefferson City, MO 65102

Grant Employee Salary Certification Statement

(Please print legibly or type)

I, _____, certify that I worked _____ hours
(Employee name) (Total number of hours)

for the *pay period* _____. This time was spent working on the
(Ex. 5/1/13 – 5/15/13)

MHRGP project _____
(Project Title)

Reimbursement Calculations

Straight Time Hourly Rate \$ _____

Multiplied by Hours Worked (*) _____

Total to be Reimbursed to Grantee = \$ _____

Employee Signature

Authorized Grant Approval Signature

Date

Date

**Missouri Historical Records Grant Program
2012 – 2014 Grant Application**

Records to be Microfilmed (and Scanned)

This form must accompany grant applications for scanning or microfilming. Provide one form for each records series.

Institution of Origin: _____

Records Series Title: _____

Inclusive dates: _____

Arrangement: _____

Information Content: _____

Format

- ☐ Bound volumes
- ☐ Loose leaf files

Quantity

- ☐ Number of volumes:
- ☐ Estimate number of pages per volume:
- ☐ Estimate number of loose leaf pages:

Size(s)

- ☐ 5 X 7
- ☐ 8 ½ X 11
- ☐ 8 ½ X 14
- ☐ 11 X 17
- ☐ Other: _____

Pages per 35 mm frame:

- ☐ 1
- ☐ 2
- ☐ Other: _____

Additional Information: _____

Missouri Secretary of State
MISSOURI HISTORICAL RECORDS GRANT PROGRAM
2012 – 2014

James C. Kirkpatrick State Information Center
PO Box 1747, Jefferson City, MO 65102-1747

Review each section of the application before completing it. Please submit the original and one copy. Do not staple the original. Copy may be stapled.

Project Title:

Applicant Institution:

Address:

City:

State:

Zip Code:

County:

Telephone:

Fax:

Email:

Web Address:

State Senate District:

State Representative District:

Type of Institution (*please circle all that apply*):

Archives

Historic Site

Historical Society

Library

Museum

Other (*specify*)

Vendor Number (If you don't have one, please complete the form on page 25) _____

DUNS Number (Data Universal Numbering System Number) _____

All organizations receiving grant funds from the Federal government must have a DUNS number. If you are not sure whether you have a DUNS number simply follow the instructions at http://www.grants.gov/applicants/org_step1.jsp.

Is your organization subject to backup withholding? ☐ YES ☐ NO

Is your organization subject to 1099 reporting? ☐ YES ☐ NO

Would you like your funds electronically deposited? ☐ YES ☐ NO

(If you want to initiate electronic transactions, check yes. You must then complete the **Vendor ACH/EFT** form on pages 32 and 33 and FAX it to (573)526-9813 or mail it to Office of Administration/Accounting, PO Box 809, Jefferson City, MO 65102)

Missouri Historical Records Grant Program

Application Prepared by:

(This is the individual responsible for gathering information and completing application form. The grant administrator will contact this person if additional information about the project is needed.)

Address:

Telephone:

Fax:

Email:

Project Contact:

(During the course of the project, the individual responsible for monitoring and implementing the project and completing required reports.)

Address:

Telephone:

Fax:

Email:

Authorizing Official:

(The individual with the authority to enter into binding contracts and encumber funds)

Address:

Telephone:

Fax:

Email:

How many people working with records are employed at your institution?

Professional Staff _____ Support Staff _____ Students _____ Unpaid Staff _____

Has anyone in your institution received training in preservation and collections care? Previous MHRGP training?

☐ YES ☐ NO

If yes, please elaborate:

Has a formal survey on the condition of the collection been conducted?

☐ YES ☐ NO

If possible, please attach a summary of the survey findings.

Does your institution have Internet access?

☐ YES ☐ NO

What are your hours of operation?

What is your annual number of users?

Do you charge an admission fee to access your facility?

☐ YES ☐ NO

Budget Summary

Line Item	Grant Funds Requested	Cash Match from Your Organization	In-Kind Value received from 3 rd Parties	TOTAL
<i>Personnel</i> (Salary without fringe)	_____	_____	_____	\$ _____
<i>Supplies</i>	_____	_____	_____	\$ _____
<i>Travel</i>	_____	_____	_____	\$ _____
<i>Vendor</i>	_____	_____	_____	\$ _____
<i>Consultant</i>	_____	_____	_____	\$ _____
<i>Other: Specify</i> _____	_____	_____	_____	\$ _____
Subtotals	\$ _____	\$ _____	\$ _____	\$ _____

Budget

Amount of grant request: _____ Percent of Budget: _____%

Amount of match value: _____ Percent of Budget: _____%

Total Budget for Project: \$ _____ Total: = 100%

Certification of Authorizing Official

(The individual with the authority to enter into binding contracts and encumber funds)

Name of Organization

Printed Name/Title of Authorizing Official

Signature of Authorizing Official

Date

Project Narrative

After completing the application form, please attach a narrative description of your project. Please provide no more than 10 double-spaced pages, and many applications might be shorter.) The narrative must be typed and in 12-point font.

The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the organization and must become informed through this application. When the reviewer has finished reading the narrative he/she should have a complete picture of your organization, why your organization is applying for a grant, how the grant will be used and how the grant will help the organization fulfill its mission.

A good way to find out how well the project has been described would be to have someone not involved with the project read a draft of this section.

Please bear in mind the evaluation criteria against which the application will be measured when crafting the narrative:

- A. Historical value of the records;
- B. Commitment to professional practices;
- C. Demonstrated need for outside funding;
- D. Accessibility of records to all researchers;
- E. Ability to maintain achievements beyond the grant period;
- F. Relevance of records and project;
- G. Soundness of budget;
- H. Completeness of application; and
- I. Conformity to application requirements;

Proposals should respond to the following directives: **(The information you provide will be the basis for evaluating your project when it is complete.)**

- A. Describe the project: Present a clear statement of the project's purpose and goals.
- B. Describe the significance of the project: How does this project fit into the ongoing goals and plans of your organization?
- C. Describe records to be treated by the project: What are their content, condition, and significance? Give examples of types of records, the date span, volume in linear feet, cubic feet, or boxes, and location. How do the records serve the mission of the institution? How do the records document the community, county, or region?
- D. Plan of work and timeline of activities:
 - 1. What has already been done?
 - 2. What needs to be done?
 - 3. How will it be done, including techniques and procedures?
 - 4. Who will do it?
 - 5. Where will it be done?
 - 6. When will it be finished?
- E. Project personnel: Describe the role of each collaborator/person, and please include the résumé of the project director. If your organization intends to hire a consultant, describe the credentials as well as knowledge and skills specifically required for this project.

If your organization already has a consultant in mind, please submit a resume and work sample for Review by grant staff prior to October 15, 2012.

-
- F. Increased access: how does this project promote public access to historical records? How will the results of this project be made public?
 - G. Are there any collaborative components of the project? If so, what other organization(s) will be involved and how will the work be delegated?
 - H. What are the project's specific end results or products? How will this project be evaluated?
 - I. How will the outcome of this project be sustained?

Financial Reporting

Budget revisions are permitted only with prior approval of the MHRGP under the following conditions: The original award amount is not exceeded; all applicable match requirements are met; and a written request is submitted on a Request to Revise Budget form on page 34, which identifies the budget categories and/or budget line items to be reduced/increased by what amount; the reason or need for the revision; and the total dollar amount of funds to be reallocated. Budget revisions may be made by up to 10% per line item or up to 10% for the entire grant amount awarded.

When submitting your final narrative report, you must include a financial accounting of expended grant funds and contributed funds. A financial reporting form is included on page 35 to facilitate your reporting.

Support Material for Grant Application

Required:

- Certification of authorizing official
- Resumes of project personnel, consultant, volunteers, etc.
- Vendor Input Form in order to receive payments; if you are currently receiving payments from the state, you are not required to complete this form again.
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements
- Assurances – Non-Construction Programs

Attach as Appropriate:

- Vendor ACH/EFT Form; attach if you wish to have funds transferred to your bank electronically
- Records to be imaged/microfilmed form(s)
- Identification of services, supplies, etc.
- Additions of other relevant information or materials

Incomplete applications will not be considered.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
VENDOR INPUT/ACH-EFT APPLICATION

*REQUIRED FIELDS

*NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN		*FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER	
		*TYPE OF ENTITY	
		<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Individual <input type="checkbox"/> State Employee <input type="checkbox"/> Other _____	
		DATE OF CHANGE	
REMIT TO NAME/ADDRESS IF DIFFERENT THAN ABOVE		PREVIOUS FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER	
		PREVIOUS NAME	
		PREVIOUS ADDRESS	
		COMMENTS	
PURCHASE ORDER NAME/ADDRESS IF DIFFERENT THAN ABOVE			
TO BE COMPLETED BY FINANCIAL INSTITUTION NAME/ADDRESS OF FINANCIAL INSTITUTION		<input type="checkbox"/> I (We) hereby authorize the State of Missouri, to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law. This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it. <input type="checkbox"/> I (We) hereby cancel my (our) ACH/EFT authorization.	
DEPOSITOR ROUTING NUMBER			
DEPOSITOR ACCOUNT NUMBER			
NAME ON ACCOUNT			
TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS			
SIGNATURE OF REPRESENTATIVE OF FINANCIAL INSTITUTION		*VENDOR SIGNATURE	
PRINT NAME		X	
TITLE		*PRINT NAME	
TELEPHONE NUMBER		*TITLE	
DATE		*EMAIL ADDRESS	
		*TELEPHONE	
		*DATE	
CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS) Under penalties of perjury, I certify that: I. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and II. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and III. I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item II above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For all real estate transactions, item II does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See W-9 Instructions on irs.gov website for more information.) The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.		<input type="checkbox"/> Exempt from Backup Withholding	
SIGNATURE			

MO 300-1489 (7-10)

FAX COMPLETED FORMS TO (573) 526-9813 or
MAIL TO OFFICE OF ADMINISTRATION/ACCOUNTING, PO BOX 809, JEFFERSON CITY, MO 65102

VENDOR INPUT FORM INSTRUCTIONS

The purpose of this form is to add a vendor record or to make changes to a vendor record. A vendor is a person or business being paid by the State of Missouri.

THESE FIELDS ARE REQUIRED TO BE COMPLETED FOR ALL CIRCUMSTANCES. (SHADED FIELDS)

Enter NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN.

Enter the FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER that is used for income taxes for the name entered.

Check the correct TYPE OF ENTITY.

Signature is required at VENDOR SIGNATURE along with PRINT NAME, TITLE, TELEPHONE, and DATE.

CONDITIONAL FIELDS

If payments are to be sent to a different address, enter a REMIT TO NAME/ADDRESS.

If purchase orders are to be sent to a different address, enter a PURCHASE ORDER NAME/ADDRESS.

If you are making a change to your vendor record, fill out these additional fields:

DATE OF CHANGE is the effective date of the change in business structure/activity

PREVIOUS FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER

PREVIOUS NAME

PREVIOUS ADDRESS

COMMENTS are for additional information that may be helpful including reason for the change.

TO SET UP OR TO CHANGE DIRECT DEPOSIT INFORMATION, FILL IN THE FOLLOWING, INCLUDING THE REQUIRED FIELDS FROM ABOVE.

NAME/ADDRESS OF FINANCIAL INSTITUTION where you want the money to be deposited. A representative from the financial institution must complete and sign this section.

Check appropriate box for electronic deposits.

If changing bank account information, fill in DATE OF CHANGE.

CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS)

This certifies that the Taxpayer Identification Number (TIN) on this form is the correct number and whether backup withholding applies.

Fax to (573) 526-9813 or mail to Office of Administration/Accounting, PO Box 809, Jefferson City, MO 65102.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

1. LOBBYING

Pursuant to 31 U.S.C. 1352, the undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a Federal grant, the entering into of any cooperative agreement, or the modification of any Federal grant or cooperative agreement resulting from this application.

(b) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit OMB Standard Form - LLL, "Disclosure of Lobbying Activities," to the Program Director; and

(c) He or she will include the language of this certification in all subgrant awards at any tier and require that all recipients of subgrant awards in excess of \$100,000 shall certify and disclose accordingly.

(d) Submission of this certification is imposed by 31 U.S.C. 1352 and is a prerequisite for making or entering into this transaction. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY COVERED TRANSACTION

The prospective primary applicant certifies, to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal,

State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, the grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such a conviction;

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2)

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from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Program Director, National Historical Publications and Records Commission-NHPRC, National Archives Building (Archives I), Room 607, Washington, DC 20408. Notice must reference the grant number.

The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

APPLICANT ORGANIZATION/INDIVIDUAL

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE/INDIVIDUAL

SIGNATURE

DATE

NHPRC—1996

1998-30

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

Missouri Secretary of State
Missouri Historical Records Grant Program
2012 – 2014
Request to Revise Budget

Budget revisions are permitted only with prior approval of the MHRGP under the following conditions:

- The original award amount is not exceeded;
- all applicable match requirements are met; and
- the written request is submitted on this form, which indicates the budget categories and/or budget line items to be reduced/increased by what amount; the reason for the revision and the total dollar amount of funds to be reallocated.

Budget revisions may be made by up to 10% per line item or up to 10% for the entire amount awarded.

Line Item	Original Grant Fund Request	Amended Grant Fund Request	Original Cash Contribution	Amended Cash Contribution	Original In-kind Contribution	Amended In-kind Contribution	Total
Personnel							
Explain the change to the budget line:							
Supplies							
Explain the change to the budget line:							
Travel							
Explain the change to the budget line:							
Vendor							
Explain the change to the budget line:							
Other							
Explain the change to the budget line:							

Revised Budget Summary:

Amount of grant request: \$ _____

Percent of Budget: _____ %

Amount of match value: \$ _____

Percent of Budget: _____ %

Total Budget for Project: \$ _____

TOTAL = 100%

**Missouri Secretary of State
MISSOURI HISTORICAL RECORDS GRANT PROGRAM
2012 – 2014
Final Financial Report**

Grant Project Number: _____

Organization Name: _____

Date: _____

List each expenditure by line item. Include only those expenditures approved in the project budget.

LINE ITEM	ITEM OR SERVICE	NUMBER	UNIT COST	INVOICE NUMBER AND DATE	VENDOR NAME	GRANT FUNDS	LOCAL MATCH	TOTAL
Personnel								
Supplies								
Travel								
Vendor								
Consultant								
						TOTAL		

CERTIFICATION: I certify to the best of my knowledge that this final financial report is correct and complete and that all expenditures listed are for the Purpose set forth in the grant application and award documents.

Typed or printed name and
title of authorized individual

Signature of authorized individual
(use blue ink)

Date